

LA-UR-21-23928

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Title: Explore Webex Meetings

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Intended for: Webex Recorded Training on how to use Webex Meetings more effectively

Issued: 2021-04-22

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Explore WebEx Meetings

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Employee Development Network

April 19, 2021

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- Participants should sync audio and video connection

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- Everyone can “come to the board” at the same time

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- Determine the direction, add to discussion, gather feedback, and more

Breakouts

- Connect, “think-pair-share”, divide and conquer, and more

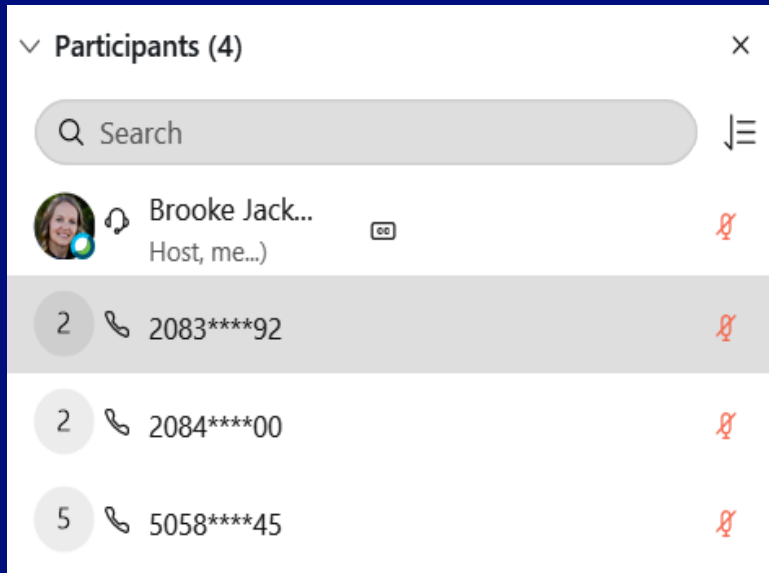
Attendance Reports

- Find out who came without doing role-call

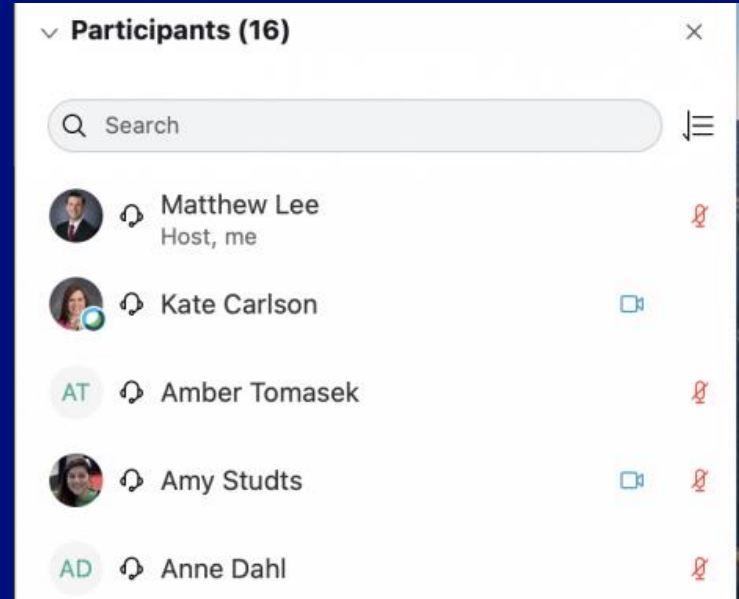


Integrated Audio

We often see this. . .



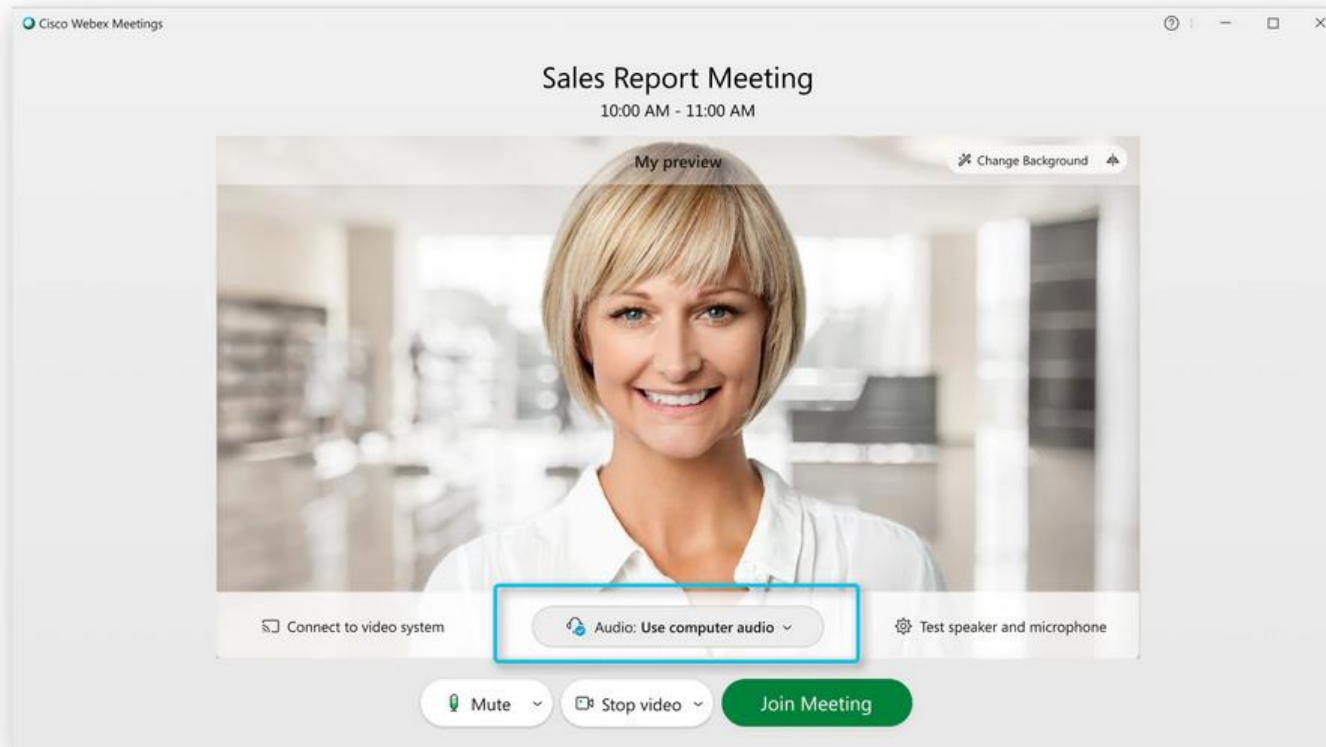
We want to see this. . .



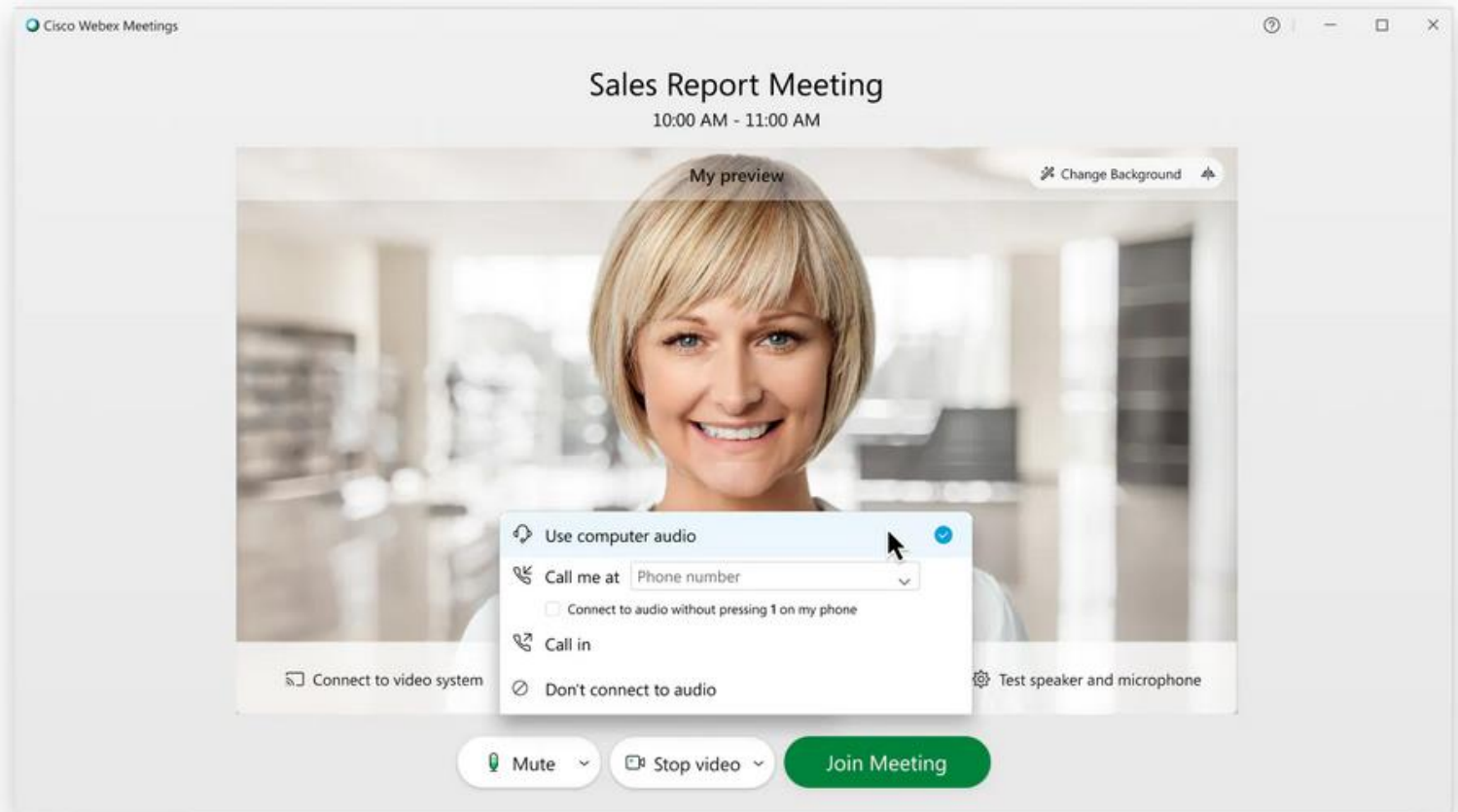
Connect Audio

In the preview window, you can make sure your audio and video sound and look good before you join the meeting. First, choose the settings you use for audio in the meeting.

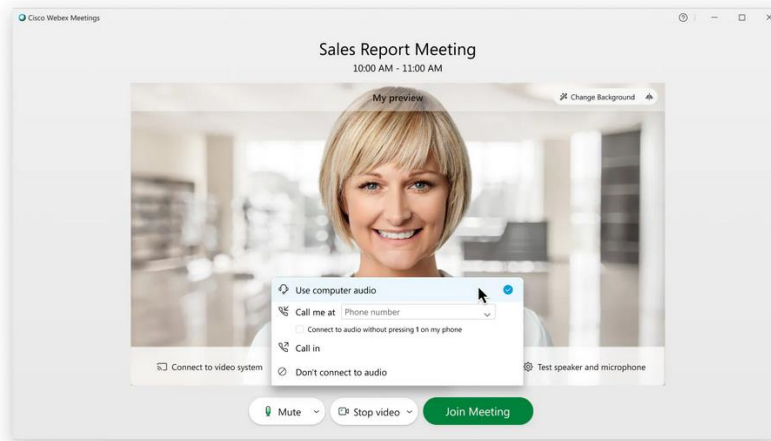
- 1 Click the audio connection options in the Webex Meetings app.



- 2 Choose how you want to hear the audio in the meeting:




- 2 Choose how you want to hear the audio in the meeting:



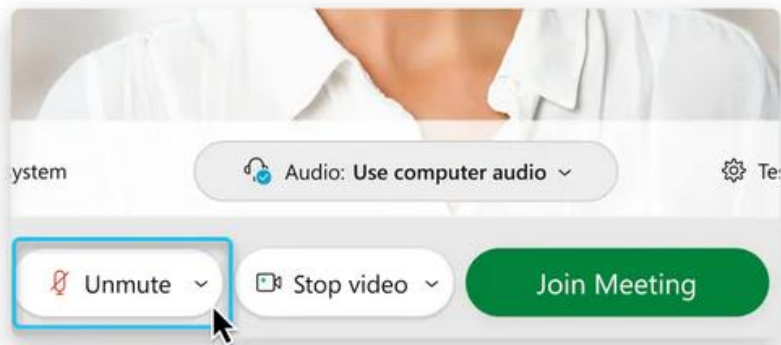
- **Use computer audio**—Use your computer with a headset or speakers. This is the default audio connection type.
You can change your headset, speakers, and microphone.
- **Call me**—Enter or select the work or home phone number that you'd like the meeting to call.
- **Call in**—Dial in from your phone when the meeting starts. A list of global call-in numbers is available after you join the meeting.
- **Don't connect to audio**—You won't hear any audio in the meeting through your computer or phone. Use this option if you're in the meeting room but want to use your computer to share content in the meeting.




3

If you want to join the meeting with your audio muted, click **Mute**  **Mute** ▾ .

You'll see  **Unmute** ▾ when your microphone is muted. Click **Unmute**  **Unmute** ▾ when you want to speak in the meeting.



In some meetings, the host may not allow attendees to unmute. If you're prevented from unmuting, **Unmute**

 **Unmute** ▾

is locked until the host allows you to unmute.



Call In



Call in from another application ⓘ

1 **Call**

US Toll

+1-415-655-0002

[Show all global call-in numbers](#)

2 **Enter**


Access code 283 668 922 #

Attendee ID 12345 #







You're using computer for audio


 Switch audio


Video system


 Connect to a Video System

Meeting options

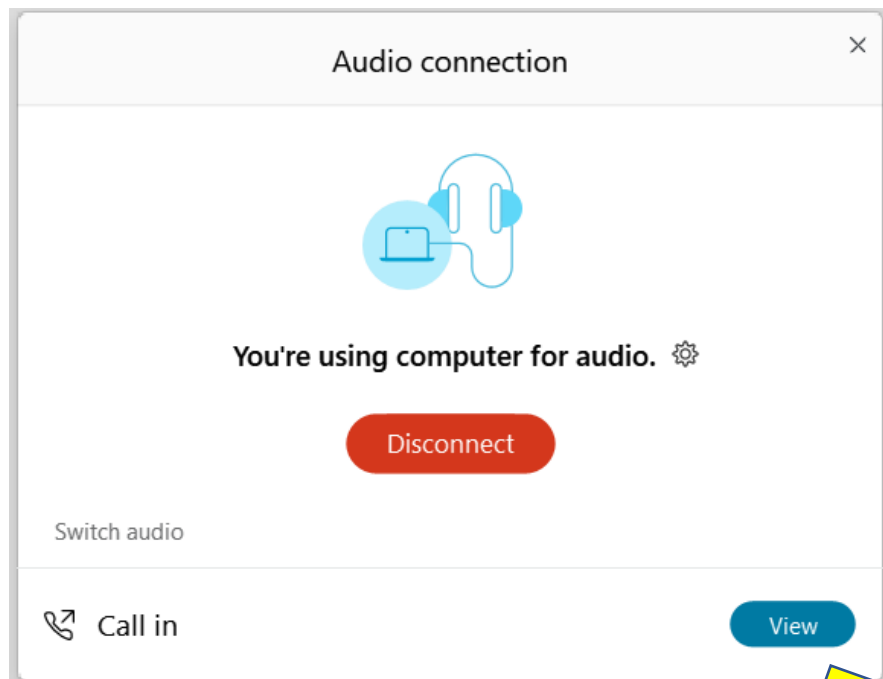
 Lock meeting ☐

 Invite and remind

 Copy meeting link

 Enable breakout sessions ☐





Call in from another application ⓘ

1 Call

US Toll

+1-415-655-0002

[Show all global call-in numbers](#)

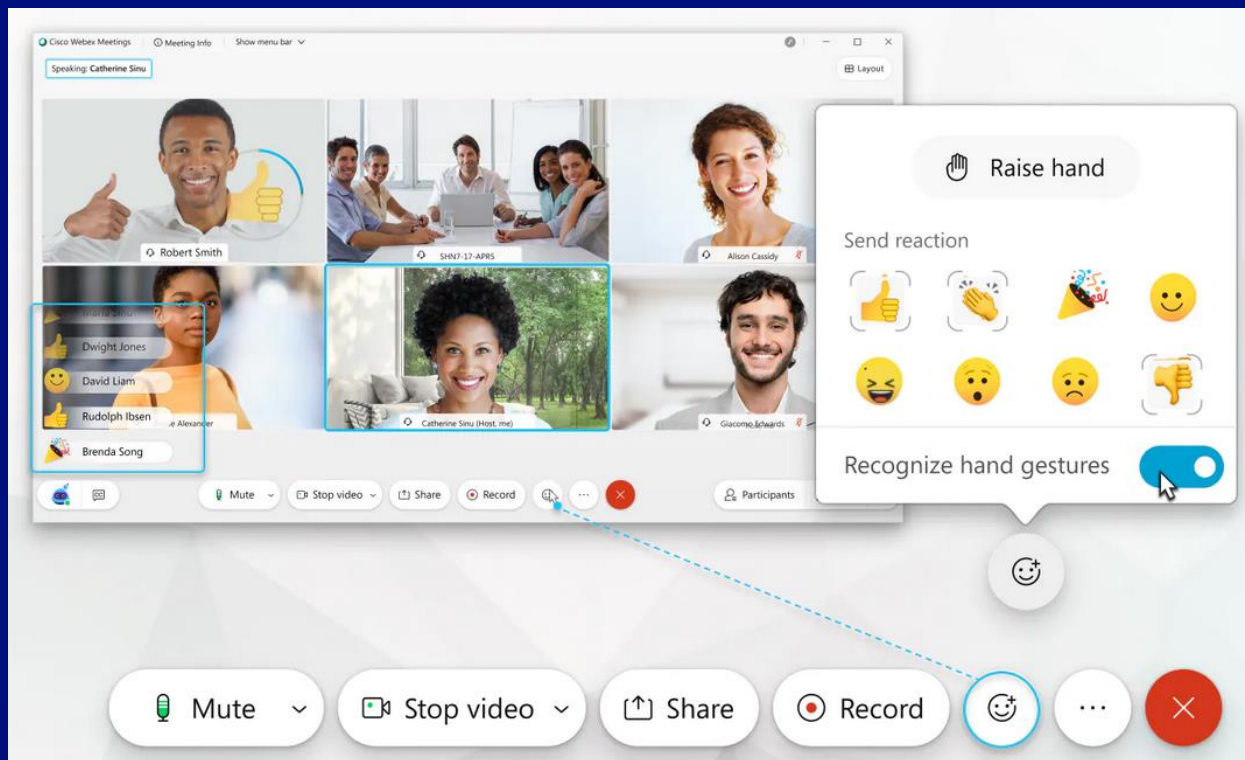
2 Enter

Access code 283 668 922 #

Attendee ID 841733 #



Feedback Tools



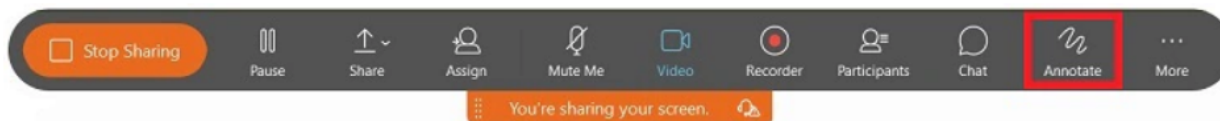
Raise hand
Thumbs up
Thumbs down
Clap
Celebrate
Smile
Laugh
Wow
Frown



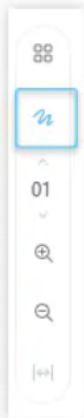
Annotation

Before you can start annotating, you need to enable the Annotate toolbar. Choose one of the options below to enable your Annotate toolbar:

- If you're sharing your screen, go to the Controls panel at the top of your screen and click **Annotate**.

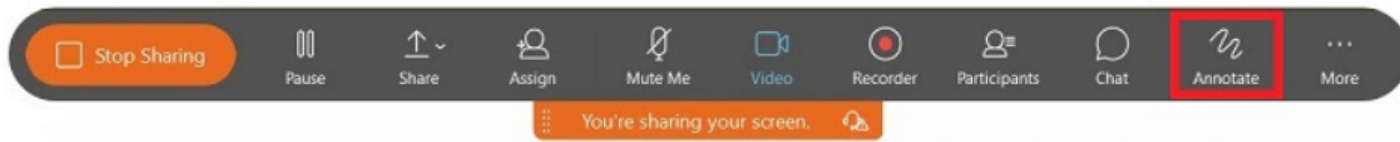


- If you're sharing a document or a whiteboard, but not your screen, click **Annotate** on the Controls panel on the left.

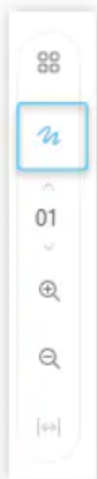


Before you can start annotating, you need to enable the Annotate toolbar. Choose one of the options below to enable your Annotate toolbar:

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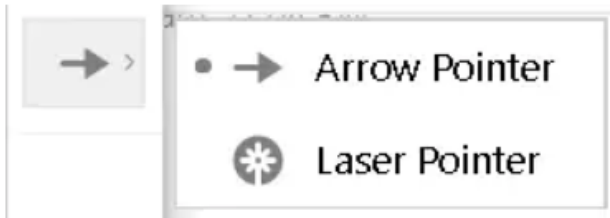
Click to enable and disable annotation for all participants.

Click > to expand the Annotate menu where you can enable specific participants to annotate.

Draw attention to specific a point on the screen by using a pointer. The arrow pointer includes your name



If you're on Windows, click the arrow to select the laser pointer.



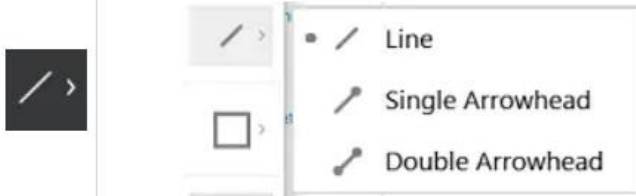
Add text to shared content.



Change the color by selecting  > first.

Draw straight lines to underline content or draw attention to it. Drag your mouse to draw a line.

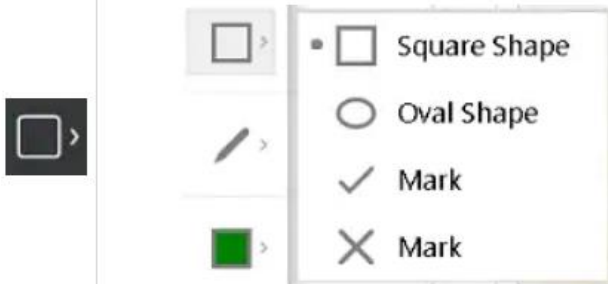
If you're on Windows, click the arrow and select single or double arrowhead.




Change color by selecting  first.

Draw a square.

If you're on Windows, click the arrow to draw an oval, check mark, or x mark.

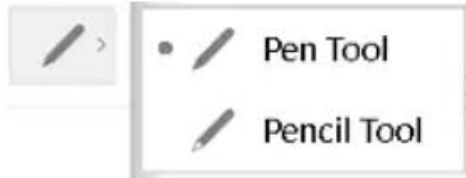


Change the color by selecting  first.

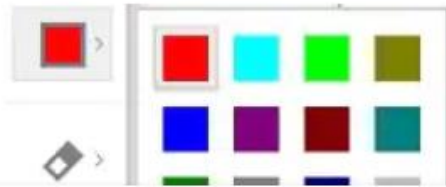


Draw freehand using the pen.

If you're on Windows, click the arrow to draw with a pencil.

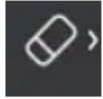


Change color by clicking  first.



Change the color of text, lines, shapes, and the pen or pencil tool.

Click the arrow to select a color.



Erase an annotation by selecting the eraser and then selecting the annotation.

If you're on Windows, click the right arrow to erase all annotations or only theirs.

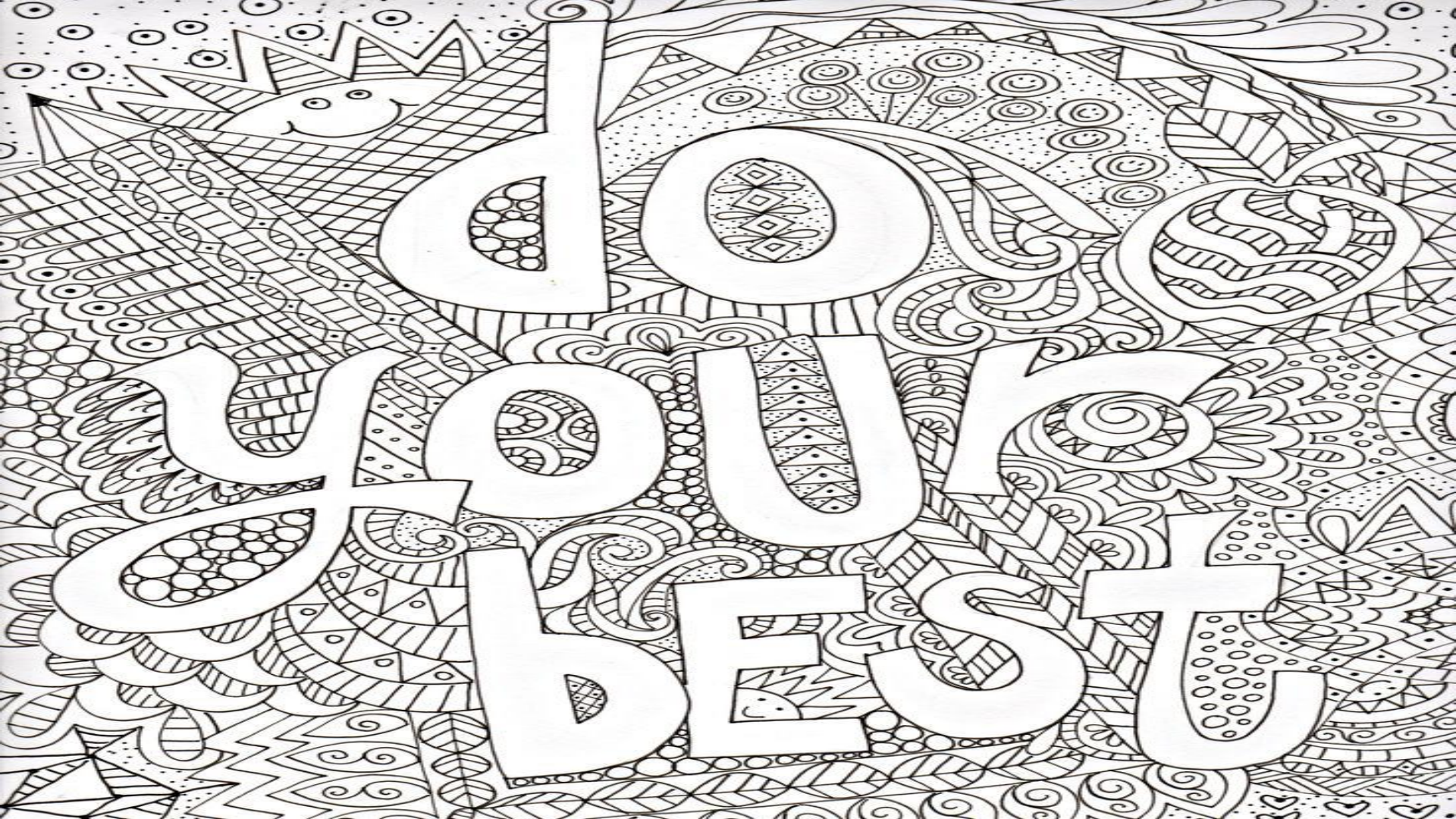


Save your annotations.



Unsaved annotations are lost when the meeting ends.





Polling

What do you think of this
presentation
so far?



- 1 Select **View > Panels > Manage Panels** to add the Polling panel to your meeting.
- 2 On the Manage Panels page, select **Polling** from the Available panels and click **Add**. Then, click **OK**.

×

Manage Panels

Please select panels you want to view:

Available panels:

Polling

Multimedia Viewer

Add >

< Remove

Move Up

Move Down

Current panels:

Participants

Chat

Notes *

Note: On the floating icon tray, only the first four panels will be displayed. The remaining panels will be available from the menu.

☒ Allow participants to change the sequence of panels.

Reset


OK

Cancel

4/19/2021

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- 3 Select the question type from the drop-down list in the Question section of the Polling panel.
 - Select **Short answer** if you want a poll with a type in short answer.
 - Select **Multiple choice – Multiple Answers** if you want a poll with multiple answers from a list of possibilities.
 - Select **Multiple choice – Single Answer** if you want a poll with one answer from a list of possibilities.
- 4 Click **New** to create a new question.


- 5 Type your question in the text box that appears and press Enter. In the text box that appears, type an answer to your question and press Enter.
- 6 (Optional) Repeat this process for as many questions and answers that you want to add.
- 7 Click **Open Poll**.



Breakouts

The screenshot shows the Webex interface with a 'Breakout session assignments' window open. The window is divided into two main sections: 'Not assigned (1)' and 'Breakout sessions (3)'. In the 'Not assigned' section, there is a search bar and a list of participants, including Barbara German (Host, me). In the 'Breakout sessions' section, there are three sessions: 'Breakout session 1 (2)' with participants Brendon Seeger and Simon Jones; 'Breakout session 2 (2)' with participants Giacomo Drago and Maria Rossi; and 'Breakout session 3 (1)' with participant Brenda Song. At the bottom of the window, there are buttons for 'Settings', 'Reset', and 'Start breakout sessions'. The background shows a video call in progress with two participants visible.

Webex Meeting info Show menu bar

Layout

Breakout session assignments

Not assigned (1)

Search

☐ Barbara German
Host, me

Select all Move to session

Settings Reset

Breakout sessions (3) + Add session

Breakout session 1 (2)

Brendon Seeger
Colloist

Simon Jones

Breakout session 2 (2)

Giacomo Drago

Maria Rossi

Breakout session 3 (1)

Brenda Song

Start breakout sessions



Attendance Reports



You can generate reports that provide information about each meeting, event, or session that you have hosted on your site.

1 Sign in to your Cisco Webex site and in Modern View, select your name in the upper-right of your Webex site, and then select **My reports** .

2 You can select the report you want to generate.

- **All Services:** View usage, such as attendance, duration, attendee audio connection types, and more across all your meetings.

Participants who connect to audio appear twice in the exported report. The first entry includes information about the participant, including whether they were invited or registered for the meeting. The second entry includes the audio connection type in the Audio Type column.



If a participant joined with multiple audio connections or changed their connection, they have more entries for those audio connections.

3 Specify your search criteria and select **Display Report** .

4 Click a link to see report details.

5 To export the report data in comma-separated values (CSV) format, select **Export Report** or **Export** .



Thank you.

- If you have questions, try the Cisco Webex Help Center

<https://help.webex.com/en-us/>

- Or reach out to me and I am happy to help where I can

bmjack@lanl.gov

